

Donna Kerwin Lane
CDBG Consultant
60 Ragged Cove Lane
Conway, New Hampshire 03818
344-7505 cell
donnalanebdbg@roadrunner.com

April 16, 2021

Town of Barrington/ CDBG Administration

Dear Conner,

Thank you for the opportunity to submit my CDBG administrative proposal for the CDBG Project, septic improvements at Barrington Oaks Cooperative.

Specific administrative services to include the coordinating environmental review records, maintenance of records, accounting, meetings, compliance with labor regulations, reporting and other federal adherence required by the CDBG Grant Agreement.

I have enclosed my resume outlining my 35 years of exclusive CDBG Administration. I have administered well over 200 CDBG projects, including 25+ public facility projects similar to this project. I had also been engaged by NH Community Development Finance Authority (and prior to their Administration of CDBG, by the NH Office of State Planning) to conduct the CDBG Implementation Workshop trainings for all New Hampshire CDBG projects for over 10 years.

I believe I'm well qualified to administer your CDBG project. I have administered successful CDBG Projects for Barrington in the past. In addition, I am quite familiar with the project as I wrote the CDBG application for it.

Thank you for your time and consideration.

Sincerely,
Donna Lane
Donna Lane

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM ADMINISTRATION PROPOSAL

I propose the administration of, in a satisfactory and proper manner, as determined and as specifically authorized by the Municipality and or Community Development Finance Authority and Community Development Block Grant regulations, that work and those activities in and with respect to the Barrington Oaks Cooperative Septic Improvements CDBG Project, as identified and more particularly described in Exhibit A of the Community Development Block Grant Agreement (proposed) between the Town of Barrington and the Community Development Finance Authority.

Specific services to include:

Coordinate Environmental Review Record,
Maintenance of records (on CDBG's GMS system), including financial records,
Preparation of payment requests (claims),
Coordination of Engineer/Architect services, including contracting,
Attending meetings,
Preparation of Code of Ethics and Financial Management Plan for Town approval,
Labor compliance, including Davison-Bacon Wage Rate requirements,
Preparation and submission of semi-annual reports to CDFA,
Preparation and submission of close-out report,
Provide auditors with information and respond to any questions,
Along with any other federal adherence required by the CDBG Grant Agreement.

I have been writing applications for, and administering CDBG projects, for over 35 years in New Hampshire.

Compensation for Administration of the Project will be Sixteen Thousand Seven Hundred Fifty Dollars (\$16,750) lump-sum (no additional expenses) for the complete project. This fee does not include Audit, Advertising, or Legal expenses. Services will be billed, not more often than monthly, and will reflect work performed for that period.

Submitted,

Donna Lane

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EDUCATION

E.D.F.P., Economic Development Finance Professional, 1995;
National Development Council
M.B.A., Plymouth State College, 1989; Magna Cum Laude.
Plymouth, New Hampshire
B.S., Niagara University, 1981; Magna Cum Laude.
Niagara University, New York

PROFESSIONAL ACTIVITY

Since 1982: Community Development Block Grant Consultant

Administration of over 200 CDBG completed Projects, valued at over \$100,000,000. Responsible for financial management, federal regulation adherence, recordkeeping, and reporting of CDBG projects.

Economic Development Projects include business expansions, machinery and equipment purchases, and infrastructure improvements. Administration of Regional Development Capacity Building Projects.

Public Facilities Projects include municipal water and wastewater systems, community centers, senior centers, daycare centers, and handicap accessibility.

Housing Rehabilitation Projects include affordable housing and single family acquisition and rehabilitation, as well as infrastructure improvements in support of affordable housing.

Municipalities previously or presently contracted with to administer CDBG projects: Barrington, Belmont, Berlin, Bethlehem, Boscawen, Bradford, Brentwood, Bristol, Campton, Canaan, Charlestown, Conway, Derry, Enfield, Epping, Errol, Exeter, Franklin, Gilford, Gorham, Greenland, Haverhill, Laconia, Littleton, Madbury, Milton, Newmarket, Northfield, Bristol, Ossipee, Pittsfield, Plymouth, Rumney, Salem, Seabrook, Stratford, Tamworth, Tilton, Wakefield, Warner, Warren, Whitefield, Wolfeboro, Belknap County, Carroll County, Coos County, Grafton County, Hillsborough County, Rockingham County, Strafford County and Sullivan County.

Performed CDBG Training Workshop for the New Hampshire Office of State Planning in 1993 & 1994.
Performed CDBG Training Workshop for Community Development Finance Authority in 2004 – 2018.